

## **JOB DESCRIPTION**

**Title: Board Member, Board of Directors  
Migrant Clinicians Network**

### **Summary:**

Members of the MCN Board of Directors, as a team, are responsible for

- Setting the direction of MCN
- Ensuring that adequate resources exist to carry out its programs
- Evaluating results of MCN efforts
- Managing the Chief Executive Officer and organizing itself to efficiently and effectively achieve the mission of the organization

Together, board members and staff form a leadership/partnership team, which enables MCN to accomplish its work.

### **Responsibilities:**

As part of the leadership/partnership team, board members

1. Participate in the development and establishment of policies through which the work of the board is accomplished
2. Suggest appropriate policy-related agenda items for meetings and ask substantive questions, while supporting majority decision on matters decided by the board
3. Participate in determining among competing priorities MCN's programs and services and monitor them for quality, cost effectiveness, and responsiveness to members' needs
4. Review committee and officer reports to ensure that committee activities are in line with strategic management directions
5. Approve the budget of the organization on an annual basis prior to its effective date
6. Read and understand MCN's financial statements and continually monitor adherence to the budget, assuring the boards' fulfillment of its fiduciary responsibility
7. Participate actively in fundraising events.
8. Serve as an advisor to councils and committees as appointed and communicate a summary of meetings, conference calls, and activities to other board members on a timely basis
9. Demonstrate loyalty to the organization and do not use the board director position to his/her own personal or professional advantage
10. Never serve as a designated representative of two organizations that have a conflict of interest
11. Refrain from serving as an officer of another organization whose primary or secondary activity is related to the activities MCN. Board membership is permitted

12. Participate in a periodic assessment of the board's own performance, as well as that of board committees, and recommend improvements in such areas as composition, organization, tenure, retention, and responsibilities
13. Serve as a member of Board committees as assigned by the chair.

**Reports to:** MCN Membership

**Elected by:** The membership of MCN

**Length of Term:** Three years

**Time Commitment:**

Attendance of elected officials is required at all board meetings, on all board conference calls.

The Board of Directors shall hold meetings at such time and at such places as shall be designated by the Chair, Board of Directors, but in no event shall there be fewer than two such meetings in any calendar day

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**Meetings/Conference Calls/Travel:**

Usually one meeting will be held in conjunction with a Migrant Health Conference.

Meeting	Date	# of Days
Board meeting	Spring	2
Board Meeting	Fall	2

**Technology Needs:**

- An e-mail account for initiating or responding to e-mail communications
- Access to a fax machine for receipt of documents

**Financial Support:**

- Travel
- Costs of approved MCN conferences and conventions